

Wisconsin Department of Regulation & Licensing

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PSYCHOLOGY EXAMINING BOARD

INFORMATION FOR COMPLETING PSYCHOLOGIST LICENSURE APPLICATION

PLEASE READ BEFORE COMPLETING YOUR APPLICATION

- a) An applicant must hold a doctoral degree in psychology from a regionally accredited institution and have 3,000 hours of supervised experience, of which a minimum of 1,500 hours follows completion of all requirements for the doctoral degree;
- b) All applicants are required to pass the "Examination for Professional Practice in Psychology (EPPP), and successfully complete the written examination on the elements of practice essential to the public health, safety or welfare (Ethics);
- c) An applicant's education, training and supervised experience as outlined in Ch. 455, Stats., and sec. Psy 2, of the Wisconsin Statutes and Administrative Code, will be reviewed by the Psychology examining board for approval upon receipt of a completed application and all supporting documents in the board office.
- d) An applicant applying under the Senior Psychologist, CPQ or reciprocal as outlined in Ch. 455, Stats., and sec. Psy 2.12(2)(3)(4), shall submit the following:
 - Completed and signed application form (#634) and required application fee.
 - "Nature of Intended Practice of Psychology" form (#2553).
 - Proof of successful completion of the written examination on the elements of practice essential to the public health, safety or welfare. (Ethics exam)
 - For applicants who have a pending criminal charge or have been convicted of a crime, all related information necessary for the board to determine whether the circumstances of the pending criminal charge or conviction are substantially related to the duties of the licensed activity, proof of completion of continuing education requirements as specified in s. Psy 4.02.
 - Submit proof of certificate of professional qualification in psychology issued by ASPPB (CPQ only).
 - Submit rules and regulations at time of licensure in another state (Senior Psychologist only).
 - Submit verification of all licensure ever held in another state and/or providence of U.S. territories.

INSTRUCTIONS FOR COMPLETING THE APPLICATION:

1. **Application (Form #634):** Complete the enclosed application and attach the appropriate fee. Make check payable to "Department of Regulation & Licensing" and mail to the Psychology Examining Board at P.O. Box 8935, Madison WI 53708-8935. *See page 2 of this application for other required documents.*
2. **Nature of Intended Practice of Psychology (Form #2553).** (To be completed by applicant and return to the board office.)
3. **Documentation of 3000 hours of supervised experience. (Not required for CPQ, reciprocal or senior psychologist)**
Verification of supervised experience should be completed on one of 2 forms: Form #2555 – applicant has completed a formal pre-doctoral internship or post-doctoral residency (e.g., APA approved, APPIC member); or Form #2557 – applicant has completed 3000 hours through an informal training experience. Both forms request information to be provided by the applicant before submitting to the supervisor/director of training for completion.
 - a. **Pre-Doctoral Experience:** Forward one copy of the "Supervised Experience Form" (Form #2555 or Form #2557) to the supervising psychologist who coordinated your supervised experience relating to psychology. **This form must be completed by your main supervisor in its entirety** and returned directly to the Psychology Examining Board, P.O. Box 8935, Madison WI 53708-8935. *You and your supervisor(s) must be familiar with all the requirements for supervised experience as specified in sec. Psy 2.09(2), Wis. Admin. Code, prior to completing this form.*
 - b. **Post-Doctoral Experience:** Forward one copy of the "Supervised Experience Form" (Form #2555 or Form #2557) to all psychologist(s) who have supervised your experience relating to psychology. (This form may be copied.) **This form must be completed by your supervisor(s) in its entirety** and returned directly to the Psychology Examining Board, P.O. Box 8935, Madison WI 53708-8935. *You and your supervisor(s) must be familiar with all the requirements for supervised experience as specified in sec. Psy 2.09(2), Wis. Admin. Code, prior to completing this form.*
 - c. **Summary of Competencies For Independent Practice (Form 2554).** (To be completed by each supervisor) Each supervisor you listed on either form #2555 or #2557 must complete and return form #2554.

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4. **Official Transcripts - Doctorate Degree: (Not required for CPQ, reciprocal or senior psychologist")** Request official transcripts to be sent directly from the educational institutions to the Psychology Examining Board, P.O. Box 8935, Madison WI 53708-8935. *A degree is not recognized until the degree granting institution states the degree has been awarded.* The transcript must be the final transcript stating the degree awarded, major, and date degree granted. Pre-dated transcripts are not acceptable. Transcripts supplied by the applicant are not acceptable.
5. **Social Security Number Addendum to Application (Form #634):** Complete and submit with your application to the board office.

EXAMINATION FOR PROFESSIONAL PRACTICE IN PSYCHOLOGY (EPPP) (Not required for CPQ, reciprocal or senior psychologist")

EPPP Examination Candidates – Examinations are computer-based. You will receive an application to take the EPPP upon receipt of a completed application, the appropriate licensure application fee, vita, doctorate transcripts. Please remit the EPPP fee **when you return the EPPP application.** (sec. Psy 2.02(2)) Documentation of supervised psychological experience is not required to be on file in the board office prior to being admitted to the examination.

A passing grade on the EPPP examination does not guarantee eligibility for licensure in Wisconsin. Your credentials must satisfy the requirements set forth in Ch. 455, Stats., and sec. Psy 2, Wis. Admin. Code.

Applicants who have already written the EPPP examination - You are required to contact the ASPPB Score Transfer Service, P.O. Box 241245, Montgomery, AL 36124, (334) 832-4580, or the ASPPB website to request an application for a score transfer. Your scores should be forwarded directly the Psychology Examining Board, P.O. Box 8935, Madison WI 53708-8935.

ETHICS EXAMINATION

The written examination on the elements of practice essential to the public health, safety or welfare (Ethics) is based on the information contained in the enclosed "Wisconsin Statutes and Administrative Code Relating to the Practice of Psychology" book. The exam consists of 100 multiple choice questions. You will have 1 hour and 40 minutes to complete this examination. Candidates must pass this examination with a minimum score of 80% or better. The Wisconsin Statutes and Administrative Code is available on line at drl.wi.gov/boards/psy/code/codebook.htm.

ORAL INTERVIEW

Applicants are required to meet with the Psychology Examining Board for a personal interview to discuss their intended area of practice, and answer general practice questions relating to psychology. Candidates are encouraged to be familiar with all APA ethical standards, Code of Conduct as well as the statutes and rules pertaining to the practice of psychology in Wisconsin. This interview will be approximately 15 minutes.

ADMISSION TICKETS

Admission tickets are mailed to applicants approximately 10 days prior to the examination date. An admission ticket along with a photo ID (driver's license) is required for entrance into the examination. The burden to prove photo likeness of the applicant rests with the applicant so current photos are recommended. If you have an address change prior to the mailing of the admission tickets, please notify the board office at the above phone number. Please appear at the time scheduled on your admission ticket. Free parking is available on North Dickinson Street across the street from the Washington Square Building. The Board may withhold the score of an applicant who gives or receives unauthorized assistance during examinations. Your examination will be hand scored by the proctor prior to your appearance before the Board and will be machined scored later for verification. During your interview with the Board you will be informed of your score on this examination.

The content and process of this examination, and candidate performance statistics, are regularly evaluated by the department and the Psychology Examining Board to assure that this examination fairly and effectively assess competencies necessary to practice as psychologist. Passing examination grades of credentialed candidates are retained indefinitely in an electronic credential file. Failing grades are retained on file until replaced by passing grades. Answer sheets, examination products and examiner evaluation documents are retained one year after the examination date. Booklets used by candidates are retained two months after release of grades. Records of specific examination content (examination file copies) are retained five years.

MAILING INSTRUCTION

Mail the application, the appropriate fee, and supporting documentation to the following address:

DEPARTMENT OF REGULATION & LICENSING
PSYCHOLOGY EXAMINING BOARD
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MADISON WI 53708-8935